

MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

20 April 1955

1. Colonel White said that the Director's house has been sold and that he must vacate by June. As efforts to find a new house for him have been unsuccessful, Colonel White asked that anyone having knowledge of a house which might be suitable for the Director, contact either Mr. Garrison or himself.

2. Colonel White advised that the Administration Building contains waiting rooms for the use of Agency personnel and that these rooms should be used while waiting to see either Mr. Dulles or General Cabell instead of standing around in the secretaries' offices.

3. Colonel White inquired as to where we stood on the construction. Mr. Saunders replied that a project outline has been prepared, which is presently being coordinated and discussed with the Bureau of the Budget. He further advised that this should be ready for submission to the PRC on 27 April. Colonel White then said that because of the large amount of money involved, a satisfactory signed-off agreement regarding the joint use must be obtained from the and that every effort must be made to use as much of this year's funds on this project as possible.

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5. Colonel White said that he had been embarrassed by failure to receive information from the offices which he requested late on Fridays to be available the first thing Monday. He asked that the offices meet the deadline even if it necessitated someone's working the week-end.

6. Colonel White stated that is returning to the States in June and, as his assignment is indefinite, the support offices have a real opportunity to benefit from his knowledge and experience. He suggested that each office give consideration as to how they might use and report to him on this matter within a week.

S-E-C-R-E-T

7. Colonel White said that the statistics compiled by the Office of Personnel, indicate that the Agency's contribution to the Red Cross Drive is running below last year's contribution, and that only three out of every five employees have contributed. He further stated that the Director is concerned about this poor showing and urged every office head to make certain that every employee was solicited and given an opportunity to contribute. Mr. [REDACTED] then asked about the status of the proposed "one shot" campaign and Mr. Reynolds replied that it was being worked on and a paper should be ready shortly.

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8. Colonel White said that 135 copies of published NSC Directives are outstanding, of which 14 copies are charged to the support offices, and that the Director felt that this number should be materially reduced. Colonel White then requested that each office head contact [REDACTED] by telephone giving the number of copies charged to his office, the minimum number of copies required and the number which could be turned in.

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9. Colonel White advised that the deadline for nominations to the next Armed Forces Staff College to be held in Norfolk, Virginia, is 15 May. He stated that this course does an excellent job in training staff officers and requested that office heads give their personal attention to nominating candidates in order that the Agency quota can be filled.

10. Colonel White called attention to the recently published Agency Notice No. [REDACTED] regarding Foreign Travel under Area Familiarization and Survey Programs, and advised that requests for such travel between now and 1 July, together with full justification for same, should be in his office by 1 May.

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11. Colonel White stated that the Director desires a substantial reduction in the number of Agency personnel holding special intelligence clearances. He requested that offices give full cooperation to OCI who has been given the responsibility to accomplish this reduction. Colonel Baird raised the question that the clearance was necessary to get into and out of the restricted areas. [REDACTED] replied that special badges are now available which permit entrance into these areas even if special clearance is not held.

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12. Mr. Reynolds discussed the IG's memorandum to the Director containing ten suggestions for improvement of the Agency Personnel Management. He reviewed the points set forth in the IG's memorandum and stated that, briefly, the reply of the Office of Personnel will agree in general with the IG's suggestions, will set forth what has been done, is being done, and will be done to improve Personnel matters in the Agency. The reply will also point out the problems and reasons which complicate our Personnel efforts.

Colonel Baird referred to a meeting on Personnel matters chaired by General Cabell, and Colonel White suggested that the results of this meeting be prepared in written summary form so that we might analyze the action which it may be appropriate to take as a result thereof.

25X1A9a 13. [REDACTED] talked on Support Planning. In this talk, Dr.
25X1A9a [REDACTED] said that neither the DD/S offices nor the DD/P offices were receiving complete information from the other and that a close working relationship between the area divisions and the support offices must be developed. He then stated that to accomplish this the support offices had been given representation on the Clandestine Services Planning Board (CSPB) where they are made knowledgeable of the Agency's over-all requirements, changes in projects, etc. As a result of this knowledge, the support offices are in a position to work closely with the area divisions in the preparation of support annexes. [REDACTED] also mentioned the support cycle planning which covers a three-year span and pointed out the support offices are in the picture with regard to money, people and things from start to finish.

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25X1A9a 14. Colonel White said that there appears to be some confusion in the relationship of [REDACTED] office to his office. He said that the purpose of the merger was to eliminate two separate offices and to have a single office which is the DD/S office. If it were not for the physical lay-out of the Agency, [REDACTED] would be located in the DD/S' office and the Special Assistants for Personnel, Logistics, etc., would be located in their respective offices. The location of [REDACTED] office is simply a media to facilitate getting the job done, and although it results in the DD/S office being located in two places, it is one office - the Office of the DD/S. Colonel White then said that [REDACTED] speaks for him and must be advised of and kept in touch with all matters relating to the Clandestine Services. Further, he must not be considered as a barrier between the Office heads and the DD/S.

25X1A9a Mr. Garrison raised the question of delegation of authority, and [REDACTED] replied that they are endeavoring to pass on to the area divisions matters which do not properly belong with the SSA/DD/S.

25X1A9a [REDACTED] asked whom he should go to with problems. Colonel
25X1A9a White replied that everything possible should be taken up through [REDACTED] shop and that policy matters which cannot be settled there should be brought to his office.

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15. The meeting adjourned at 1245 hours.